Personal Protection Measures Against the Terrorist Threat

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Placing the Threat in Perspective

Terrorism is an indiscriminate crime that comes in varying forms of threats and violence and is used primarily to attain political goals of one form or another. Terrorists generate fear through acts of violence, intimidation, and coercion. As recent events have shown, terrorists have reached new levels of organization, sophistication, and violence. Terrorist tactics and techniques are changing and challenging the effectiveness of our current antiterrorist measures. Accordingly, we must change our mindset about terrorism.

Awareness is the Key

This booklet will not ensure immunity against terrorism, but by practicing these techniques and proven security habits and becoming more knowledgeable of the threat, the possibility of becoming a terrorist target will be lessened. Through constant awareness you can protect yourself and your family from acts of terrorism.

Elicitation

Elicitation is a collection of conversational gambits used in ordinary conversations in order to gain information without being obvious about it. Elicitation by foreign intelligence officers or terrorists is a commonly used and highly effective way of subtly collecting information through what appears to be normal, perhaps even mundane, social or professional conversation.

Be aware, and be ready to tactfully deflect questions that are intrusive and too probing regarding your job, private life and co-workers.

Conversing via Non-Secure Telephone

Pay special attention to Operations Security (OPSEC) considerations when communicating over non-secure means of communications. Seemingly innocuous details can be transferred into intelligence information that could damage friendly plans and intentions. Additionally, any intelligence, resource, or equipment capabilities that were harmed or destroyed that would limit intelligence production

or collection must not be discussed in any other manner than secure means. Adversaries pay close attention to observables to deduce critical information about your projects, programs, and activities. These exposed links to critical information help adversaries summarize the meaning of loose facts they collect.

Unattended Items

Be aware of your surroundings and report the locations of all unattended items such as luggage, gym bags, packages, boxes, etc., located near government facilities. It is extremely important that you NOT attempt to inspect the unattended items. Move as far away from unattended items as possible and leave inspections to trained personnel. Deadly bombs can be concealed in innocuous and relatively small packages or containers. These items may not appear to be threatening, but will be unattended and look out of place. Also, when traveling or attending public events, be alert to items left unattended. Immediately report any unattended items to the appropriate authorities.

Internet Security Awareness

Whether you use the Internet from work or home, security precautions are highly advisable to protect your identity as well as your data. Information about yourself and in particular your employment with the federal government should not be provided to Internet user groups, e-mail services, or other web sites. Adversaries through a variety of methods can easily exploit such

information about your identity and employer.

Be aware of the security dangers inherent in these types of solicitations. Discussing work-related material with an Internet group is prohibited under Executive Order 12958, pre-publication regulations, and operations security policies. Unsolicited e-mails are a good way for foreign intelligence services or terrorists to collect names, ranks, duty locations, job descriptions, IP addresses, and other valuable information on U.S. government personnel. This information might be used to launch computer network attacks and identify targets of opportunity against DoD persons and installations.

Suspicious Letters or Packages

Characteristics of suspicious packages or letters include:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration's or odor
- Evidence of powdery substances
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string or binding tape
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

If you have any reason to believe a letter or parcel is suspicious:

Don't

- Open the item, shake or empty the contents.
- Move the item from one location to another.
- Smell or taste any of the contents.

Do

- Isolate the item and then leave it alone.
- Evacuate the area.
- Call for immediate assistance. If at home, immediately report the situation to local police. If at work, immediately report to your facility protective services.

Chemical, Biological, Radiological or Nuclear Threat

Recent terrorist attacks in the United States have raised the possibility of a Chemical, Biological, Radiological, or Nuclear (CBRN) attack. A CBRN attack on the U. S. remains a remote possibility. Staging such an attack, given weather, method of dispersion, and the environment is difficult.

Chemical, Radiological, Nuclear

Counter-terrorism experts believe that the greatest threat remains conventional explosives. Terrorists may, however, have read access to hazardous industrial chemical ingredients that could be used in an attack. If such an attack does occur, there are certain steps you can take.

- First, try to remain calm (rapid respiration and perspiring increase the intake of toxic substances.)
- Follow the directions of the First Responders including:
  - Security/Protection Officers
  - Firemen/HAZMAT Responders
  - Police
  - Emergency Medical Technicians or Health Officials
- Evacuate to designated area.
- If a portable inhalation device is unavailable, breathe through a handkerchief, scarf or other readily available clothing.
- Proceed upwind from the affected (release) site.
- Cover exposed skin with loose clothing; layers and less porous fabrics are best.
- Don't touch contaminated persons or their clothing; leave that to the protected First Responders.
- Seek treatment immediately.

- Wash exposed skin as soon as possible. Keep handi-wipes in office for use during evacuations.
- Follow directions carefully. Depending on the chemical, the response can vary greatly.

The symptoms of a CBRN attack can range from mild to severe (e.g., sweating and a runny nose to lack of bodily functions.)

Biological Attacks

The onset of a biological attack may be more difficult to determine. It may involve the release of a viral, toxic, bacterial, or other agent against humans, animals, or food products. The biological agent will have a delayed onset and generate symptoms days or weeks after exposure. The first indication of an attack may be infected or exposed persons exhibiting similar symptoms at hospitals, clinics, doctors, or internal medical stations. Because some of these agents are contagious, infection may occur away from the targeted area and be carried to the target through normal human contact.

Aerosol biological attacks can only be accomplished in the predawn/early morning hours when winds are light and before air currents being to rise due to the warming of the ground. Measures taken to counteract chemical attacks also provide protection from biological attacks.

Additional Preventative Actions

At airports:

- Arrive early; watch for suspicious activity.
- Use concealed bag tags.
- Follow all airport security procedures.
- Be aware of unattended baggage anywhere in the terminal.
- Keep a low profile in dress and demeanor.
- When questioned by airport personnel, be direct and honest.
- Do not leave personal belongings unattended. Luggage not properly guarded provides an opportunity for a terrorist to place an unwanted object or device in your carry-on bag.
- As much as possible, do not pack anything you cannot afford to lose; if the documents are important, make a copy and carry the copy.
- Be extremely observant of personal carry-on luggage. Thefts of briefcases designed for laptop computers are increasing at airports worldwide.
- Report suspicious activity to the airport security personnel.

At hotels:

- Do not give room number to strangers
- Choose an inside hotel room, preferably between the 3rd and 10th floors.
- Leave lights on and a television or a radio, when room is vacant.
- Close curtains.
- Do not use name or rank when answering the telephone.
- Locate alternate exits in case of emergency.
- Keep your room key/card in your possession at all times.

Be Alert!

The following list has been compiled from suggestions made by counterterrorism experts for use in security education to combat terrorism. Any of the following events might mean danger and should be a reason for an immediate report or for seeking advice from security or law enforcement officials:

- Anonymous tips, phone calls, or notes of a threatening nature, which may identify groups or carry extremist messages.
- Surveillance by suspicious persons of federal offices or federal employees performing official duties.
- Unattended and unoccupied vehicles parked in unauthorized or inappropriate locations, particularly those in close proximity to buildings or other structures.

- Requests for plans, blueprints, or engineering specification for federal buildings or commercially-owned buildings that house government offices, by those who have no official reason to have them.
- Unauthorized access even to unsecured areas by unknown or unidentified persons who have no apparent reason for being there.
- Confrontation with angry, aggressively belligerent, or threatening persons by federal officials in the performance of their official duties.

Living with the Threat

We live with many dangers in our daily lives, ranging from everyday household accidents to natural disasters. We do so without relentless fear. Terrorism is a fact of contemporary life, but we do not have to live in constant fear of terrorism anymore than other dangers. It is important to be aware of the threat and take steps to protect ourselves, but it is also important to keep the threat in perspective.

Terrorists PREY on Complacency and Inattention. Security Awareness is the Key!

HOMELAND SECURITY ADVISORY CODES

- GREEN = Low Risk
- BLUE = Guarded
- YELLOW = Elevated
- ORANGE = High Risk
- RED = Severe Risk

Emergency Points of Contact

Assistance & Services

Bomb/Explosive Issues	888/ATF-BOMB
Center for Disease Control (CDC)	888-232-3228
Chemical-Biological Help Line, Dept. of Justice	800-368-6498
Civil Air Patrol, Nat'l Ops Center	888-211-1812
Department of Homeland Security	202-282-8000
FBI Tip Hotline	866-483-5137
Federal Emergency Management Agency (FEMA)	800-480-2520
Health and Human Services, Dept. of	877-696-6775
Poison Control Center Hot Line	800-222-1222
State Dept.–Travel Warnings	202-647-5225

Law Enforcement

Border Patrol	202-514-3019
Coast Guard	202-267-1587
Customs Service (Investigations)	202-927-1600
Drug Enforcement Administration	202-305-8500
Federal Aviation Administration	202-366-4000
Federal Bureau of Investigation	202-324-3000
Postal Inspection Service	202-268-2284
Secret Service	202-406-5708

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